



JOB DESCRIPTION

Title: **DEPUTY FINANCE DIRECTOR**
Department: Finance and Administration
Class Code: 1410
FLSA Status: Exempt
Effective Date: July 1, 2010
Grade Number: 26

GENERAL PURPOSE

Under broad supervision and direction from the Director of Finance and Administration, assists in the administration and coordination of all activities in the Murray Finance Department.

EXAMPLES OF DUTIES

- *-- Acts as the Department Director in his or her absence.
- *-- Supervises the daily operations of the Finance Department including the ordering of necessary office supplies.
- *-- Prepares Mayor's Tentative Budget and the City Council's Annual Budget which includes preparation of annual position allocation. Uses HTE Budget module to maintain and prepare budget reports; performs budget duties as assigned.
- *-- Maintains and balances accounts against other accounting records; prepares monthly financial reports of city departments and other special reports and financial statements; makes adjusting entries as required.
- *-- Reconciles account balances and prepares schedules for independent auditors in their performance of annual audit; answers questions; locates materials; explains procedures and policies as requested.
- *-- Supervises, trains, evaluates and disciplines Accountants and Accounting Technicians.
- *-- Responsible for proper accounting of City Ambulance Service and coordination with Fire Department and external billing contractor.
- *-- Instructs personnel where necessary so they are trained to perform assigned duties in accordance with established methods and procedures.

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- *-- Prepares reports as requested for reporting of or analysis of past or future City financial activities.
- *-- Assists in developing and implementing new accounting techniques and systems or in modifying existing methods and procedures.
- *-- Assists in risk management duties as assigned.
- *-- Assists in the planning and organization of long term financial goals for the City.
- *-- Prepares monthly and quarterly reports and requests for reimbursement from state and federal agencies.
- *-- Prepares charts, graphs, and other visual aids to help interpret financial data for nonfinancial personnel.
- *-- Aids in administration of department and division budgets.
- *-- Assists in developing policy recommendations for the Mayor and City Council.
- *-- Performs as webmaster for finance and customer service.
- *-- Reconciles perpetual inventory to general ledgers for annual inventory and adjusts general ledgers appropriately as required.
- *-- Performs all functions related to fixed assets; identify, tag, inventory, input into the computer, depreciate, and prepare necessary reports for financial statements.
- *-- Reviews purchase requisitions for accuracy; reviews check requests and purchase requisitions; compares expenditures with budget appropriations, as assigned.
- *-- Reviews and closes HTE work orders; assists other departments with work orders as needed.
- *-- Maintains City's unclaimed property.
- *-- Responsible for initiating and maintaining records in the event of an extreme emergency or disaster.
- *-- Implement and maintain transparency in government requirements as set by State.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Accounting, Finance, Public Administration or closely related field and four (4) years of progressively responsible experience in Accounting or Finance OR any equivalent combination of education and experience.

Special Requirements

- Must be bonded.

Necessary Knowledge, Skills and Abilities

- Working knowledge of the principles of accounting, finance and budgeting; working knowledge of research methods and statistical analogies; working knowledge of modern office methods, procedures and equipment.
- Skill in dealing with people; skill in management.
- Skill in making detailed, accurate mathematical calculations.
- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public.

Desired Knowledge, Skills and Abilities

- Proficiency in design and use of complicated financial spreadsheets; ability to design and produce reports from existing currently used City financial software.
- Innovative thinking to improve communication of accountability and transparency in government.

TOOLS & EQUIPMENT USED

- Personal computer, including spreadsheet and word processing software; central financial computer system, telephone; 10-key calculator; copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.